



# STUDENT INTERNSHIP OPPORTUNITIES U.S. EMBASSY BISHKEK

## **Student Internship**

Voluntary internships will be available during Summer 2011 at the U.S. Embassy in Bishkek. This internship will provide an excellent opportunity for students to gain valuable work experience in the foreign affairs arena. There are no benefits attached to this internship and no compensation, nor any future employment rights. The U.S. Mission will consider issues such as conflict of interest, nepotism, residency status, and whether applicant has a work permit, in determining successful candidacy.

## **Duties of an Intern**

The Embassy is looking for students with a broad range of majors, such as Humanities and Arts, Social Sciences, Business or Economics, Public Administration, Finance, Journalism, International Relations, Political Science, Technical Science (Power Engineering and Air and Conditioning Departments) as well as majors more traditionally identified with international affairs. Intern duties may vary according to the section of assignment.

## **Eligibility Requirements**

- Incumbent must be at least 18 years of age at the time internship begins.
- Applicants must have been enrolled full-time in University as undergraduate or postgraduate students at the time the internship begins.
- Applicants must be returning to university studies upon completion of the internship.
- Students must be in good academic standing.
- Students must be available to begin their internship in June 2011. Interns usually serve for approximately 8-10 weeks during the summer.
- Applicants must be available to work 20-40-hour a week.
- Applicants must have excellent English language proficiency (Except for Power Engineering, Air and Conditioning Departments) .
- Substantial computer skills with background in EXCEL, WORD, and other Microsoft products required (Except Power Engineering, Air and Conditioning Departments).
- Leadership skills, goal-oriented, self-organized with good communication skills, ability to work in a team

## **Additional Requirements per Section**

### **-Public Affairs Section**

- Students of Public Relations or Journalism Departments are preferred
- Excellent writing skills in English and Russian
- Designing skills (Photoshop, Picasa, Corel Draw etc.)
- Photography skills and involvement in social media are preferred

#### **-USAID**

- Excellent computer, communication, and translation skills
- Knowledge and skills working with media and organizing outreach activities would be welcome

#### **-Regional Security Office**

- Administrative skills such as logistics, filing, copying

#### **-General Services Office:**

##### **Housing Section and Travel/Shipment Section**

- Fast learner, organized, and know how to use Excel, Word and Outlook
- The intern will develop skills in project coordination, time management, office operations, and spoken English

#### **-Management Section**

- Strong computer skills
- Knowledge of office equipment operations

#### **-Human Resources Section**

- Administrative skills
- Knowledge of Microsoft Word, Excel, E-mail
- Knowledge of office equipment operations
- Self disciplined and self organized

#### **-Budget and Fiscal Section**

- Students of Finance or Business Administration are preferred
- Knowledge of Microsoft Word, Excel, E-mail
- Knowledge of office equipment operations
- Self disciplined and self organized

#### **-Maintenance Section**

- Students of 3<sup>rd</sup> and 4<sup>th</sup> year of the Power Engineering, Air and Conditioning Departments
- Knowledge in electricity and/or air-conditioning areas, practical hand-on skills are highly recommended, ability to learn
- Basic English skills
- Basic computer skills

#### **Location**

Students will be offered an internship at the U.S. Embassy in Bishkek

## **Application Process**

- Application Form;
- One-page statement of interest, describing your motivation for pursuing an internship at the Embassy specifying a section you would like to work at; and
- University transcripts documenting your education.

Interested applicants must submit their applications and pertinent supporting documentation to the:

Human Resources Office

U.S. Embassy Bishkek

171, Prospect Mira

or e-mail: [BishkekHR@state.gov](mailto:BishkekHR@state.gov)

### **Please note:**

- Application language is English, i.e. Application Form, Statement of Purpose. Certificates, awards or degrees in Russian do not need to be translated.

**This Program information and the Application Form are available at the U.S. Embassy (171, Prospect Mira) or website: <http://bishkek.usembassy.gov>**

Deadline for applications is **March 11, 2011.**  
*No applications will be accepted after this date*